



FOR CLERK USE ONLY

City Council

Item No.

10

CITY COUNCIL AGENDA FACT SHEET

Community Services

Department

July 20, 2010

Requested Date

1. Request:

Council Approval

☒Information Only/
Presentation☐

Other (specify)

☐

Hearing

☐**2. Requested Action:**

Authorize City Manager to sign contract to renew the agreement for the City's participation in SER-Senior Community Employment.

3. Fiscal Impact:

Revenue:

Increase

☐

Source:

Decrease

☐

Amount:

Cost:

Increase

☐

Source:

Decrease

☐

Amount:

Does Not Apply

☒**4. Reviewed By:**

Finance Dept. on

By:

Comments:

City Attorney on

By:

Comments:

Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.

CLERK USE ONLY:

CITY COUNCIL DATE:

Action

☐

Filing

☐

Consent

☐

Presentation

☐

Hearing

☐

Other(specify)

☐

Reviewed by: City Clerk

City Manager

Date

Date

**CITY COUNCIL
AGENDA REPORT**

SUBJECT: Participation in SER-Senior Community Employment Program

AGENDA DATE: July 20, 2010

PREPARED BY:  Sandra Tauler, Community Services Director

APPROVED FOR AGENDA BY: Victor Carrillo, City Manager

RECOMMENDATION: To authorize City Manager to sign contract to renew the agreement for the City's participation in the SER- Senior Community Employment Program.

FISCAL IMPACT: None

BACKGROUND INFORMATION: (Prior action/information): This program places Senior Citizens in public agencies to work for 25 hours per week for one year. The program is funded by the Department of Labor and is not paid for by the department.

DISCUSSION (Current consideration): Participation in this program will allow various city departments to have extra help at no cost to the city.

Agenda Item No. _____

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County: IMPERIAL SG#: 05**SER SCSEP**

(This is a Training Program for SCSEP Participants)

61 - Host Agency Agreement

See Sections 11, 13, & 22 of the PY09 SOP

Agency/Organization: CAMARENA MEMORIAL LIBRARYFEIN: 95-600684

The Senior Community Service Employment Program (SCSEP) was established to foster and promote useful part-time opportunities for individuals over 55 years old with the greatest economic need. The SER SCSEP partners with non-profit organizations and public agencies that can provide meaningful training opportunities in community service.

SER SCSEP responsibilities:**Agency/Organization responsibilities:**

- | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Assessment of the participant's skills; | ◆ Provide supervision, training, and a safe training site; |
| ◆ Development of a customize employment plan; | ◆ Agree to the policies and procedures outlined in the SER SCSEP Host Agency Handbook; |
| ◆ Assignment to a suitable training site; | ◆ Make a commitment to give consideration to hiring the participant [no special consideration to select the participant is implied]; |
| ◆ Create a list of training activities and appropriate schedule for each participant; | ◆ Cover the cost for background checks, health screenings or drug testing required by the agency; |
| ◆ Provide compensation (at the federal/state minimum wage) to participants for training; | ◆ Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations; |
| ◆ Provide job search guidance through employment referrals and job readiness workshops; | ◆ Agree not to use participants as substitutes for permanent employees; |
| ◆ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures; | ◆ Commit not to replace a laid off employee [within 2 years] with a SCSEP participant; |
| ◆ Ensure periodic rotation of participants to other host sites for additional training experience; | ◆ Agree not to compensate the participant in any form or manner; |
| ◆ Conduct annual/bi-annual informational Host Agency meetings; and | ◆ Attend SER SCSEP host agency meetings; and |
| ◆ Cover all SER participants under a workers' compensation insurance policy during training hours. | ◆ Provide a copy of the following upon request: General liability insurance, IRS 501(c)(3) letter [non-profits], submit an annual HA Assessment of SCSEP, and a completed In-kind Contribution Documentation form quarterly [if applicable]. |

Thank You for partnering with SER SCSEP to enhance employment opportunities for the participants that will be placed with the agency/organization. The subsequent representative's signature on this agreement acknowledges the agency has read and understands the above requirements. It further signifies the agency accepts and agrees to cooperate with SER SCSEP.

This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July - June].

Please check each appropriate box:

Type of Agency/Organization:	Participant Supervisor is Paid From:	Additional Sites:
<input checked="" type="checkbox"/> Non-Profit Organization Tax exempt under the Internal Revenue code 501(c)(3)	<input checked="" type="checkbox"/> Federal funds	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Public Organization Government agency-federal, state, county, city	<input checked="" type="checkbox"/> Non-federal funds <i>OK</i>	<input type="checkbox"/> Yes If yes, need HA Agreement- Additional Sites

CAMARENA MEMORIAL LIBRARY

Agency/Organization - Main Office Location

850 ENCINAS AVE CALEXICO CA 92231

Address City, State, ZIP

Victor M. Carrillo

Agency/Organization Representative Name (Print)

Agency/Organization Representative Signature Date Signed

SER, JOBS FOR PROGRESS INC.

SER SCSEP Site

155 W MAIN STREET EL CENTRO CA 92243

Address City, State, ZIP

ESTEBAN GONZALES

SER SCSEP Site Coordinator Name (Print)

SER SCSEP Site Coordinator Signature Date Signed